



APPLICATION FOR SYNTHESIS LOGIN I.D. Network Vendor Access

To request a Login in I.D. for Synthesis, please complete the following application.

Agency Name: _____ Staff Name (print) _____

Phone No _____ Ext. _____ FAX: _____

**Email address _____

Agency Staff Authorizing I.D. Request _____
(Signature of agency supervisor)

Access Level Being Requested: (Check One or More that Apply)

_____ Crisis Worker	_____ Crisis Supervisor
_____ Billing Staff (view/invoice for services)	_____ Posting Bed Availability (group homes only)
_____ Progress Report Entry	_____ Progress Report Approval (includes entry)
<i>Types of Progress Reports:</i> _____ <i>Day Treatment</i> _____ <i>Residential</i> _____ <i>Group Home</i>	
_____ Children's Court Crisis Plans/Progress Reports (entry)	
_____ Children's Court Crisis Plans/Progress Reports (approval – includes entry)	
_____ Other (describe) _____	

The above named agency requests that a Synthesis Login I.D. be issued to the above named staff at their agency. The staff receiving the Synthesis Login I.D. agrees to the following terms regarding maintenance of the I.D. and access to confidential information in Synthesis.

The agency requesting a Synthesis Login I.D. for the above named individual agrees to notify the Synthesis Help Desk when this individual's I.D. is to be inactivated because:

- the individual's job responsibilities no longer require access to Synthesis
- the individual is no longer employed by the agency.



SYNTHESIS USER I.D. AGREEMENT

I agree to keep my Synthesis Login I.D. and password confidential and not to share it with any other individuals within or outside my agency.

I understand that information provided through Synthesis is confidential and agree to protect this information, using it only as needed to perform my job duties.

I agree to report to Synthesis Help Desk staff (414-257-7547) any unusual activity or inappropriate access to information that occurs while using Synthesis.

Staff Signature: _____ Date: _____

***Fax this completed Form to Synthesis Help Desk Staff at: (414) 257-7575.
Your Login ID and instructions will be emailed to you shortly.***

SYNTHESIS - OFFICE USE ONLY

Reviewed/Created by: _____ Date: _____